CITY OF CERRITOS SM

CIVIC CENTER • 18125 BLOOMFIELD AVENUE
P.O. BOX 3130 • CERRITOS, CALIFORNIA 90703-3130
PHONE: (562) 860-0311 • CERRITOS.US

Cerritos All-America City 2008

CITY OF CERRITOS

STATE OF CALIFORNIA

NOTICE TO PROPOSALDERS

CERRITOS LIBRARY KOREAN LANGUAGE BOOK COLLECTION DEVELOPMENT SERVICES

RFP NO. 1411-20

Sealed proposals will be received at the Office of the City Clerk of the City of Cerritos, 18125 Bloomfield Avenue, First Floor, Bloomfield Avenue at 183rd Street, Cerritos, California, 90703, until **11:00 a.m. on Tuesday, October 20, 2020**, for the Cerritos Library Korean Language Book Collection Development Services.

Proposals must be addressed to the City Clerk, City of Cerritos, 18125 Bloomfield Avenue, Cerritos, California, 90703, marked "Proposal for Cerritos Library Korean Language Book Collection Development Services RFP No. 1411-20". Four (4) copies of the entire proposal and also one (1) electronic version of the entire proposal on a USB drive must be delivered in a sealed envelope or package. One copy shall be marked as "Original" and must contain an original signature.

No proposal will be accepted unless it has the proposal number and project name clearly identified on the outside label.

The City of Cerritos reserves the right to reject any and all proposals, or portions of any and all proposals or waive the informality in a proposal not affected by law.

Proposal specifications are available online at
www.cerritos.us/BUSINESSES/bid_and_contract_opportunities/bid_listings.php

Notifications, updates and addenda will also be posted on the City's bid page. Proposers shall be responsible for monitoring the site to obtain information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

For additional questions please contact Support Services at (562) 916-1318.

Dated/Posted/Published: September 25, 2020

NARESH SOLANKI, MAYOR | CHUONG VO, MAYOR PRO TEM | BRUCE W. BARROWS, COUNCILMEMBER | GRACE HU, COUNCILMEMBER | FRANK AURELIO YOKOYAMA, COUNCILMEMBER

CITY OF CERRITOS
COLLECTION DEVELOPMENT SERVICES FOR THE CERRITOS LIBRARY
KOREAN LANGUAGE BOOK COLLECTION

PROPOSAL NO. 1411-20

GENERAL DESCRIPTION AND CONDITIONS

1. INTRODUCTION

The City of Cerritos is seeking a Consultant to provide collection development services and books for the Cerritos Library's Korean language book collection. Cerritos Library adds approximately 375 books in Korean to its collection on an annual basis. The required services include selection of fiction and non-fiction books for the library's collection; the sale of the books to the library; the lamination of each book; and preparation of catalog records for the acquired books. The Consultant's proposal will form the basis of a contract between the City and the awarded firm to provide the collection development services to the Cerritos Library.

2. TIME, PLACE AND METHOD FOR PROPOSAL SUBMISSION

Proposals shall be presented in a sealed envelope bearing the name, address and telephone number of the firm submitting the proposal. Proposals must be received at the Office of the City Clerk of the City of Cerritos no later than **11 a.m., on Tuesday, October 20, 2020**.

No amendments, additions, or alterations will be accepted. No oral, telephonic, telegraphic or facsimile proposals or modifications of proposals shall be considered.

Each proposal shall be in a separate, sealed envelope with the information below clearly indicated on the outside of the envelope.

"DO NOT OPEN - PROPOSAL"
Collection Development Services for the Cerritos Library Korean Language Book Collection
Proposal No. 1411-20
ATTN: CITY CLERK
City of Cerritos
18125 Bloomfield Avenue
Cerritos, CA 90703

BID SCHEDULE

The Bid Schedule below is the City's best estimate and is not binding on the City.

GENERAL INFORMATION	DUE DATE
Notice to Bidders Published	September 25, 2020
Deadline for Proposal Submission	October 20, 2020
Notify all vendors of bid results	Week of December 7, 2020
Recommendation of award of bid presented to City Council	December 10, 2020
Awarded vendor will be contacted for further instructions	December 11, 2020
Contract to take effect	February 1, 2021

3. SELECTION PROCEDURES

Criteria for the evaluation of the proposals may include, but need not be limited to, the following:

A. Completeness of proposal.

B. Consultant's and key project team members' experience in performing similar work.

C. Consultant's demonstrated understanding of the scope of work.

D. Quality of work previously performed by the firm and key project team members.

E. Fee proposal.

The City will evaluate all proposals based on the response to the RFP, which includes adherence to outlined directions and format, and the City evaluation criteria set forth above. Weighted values will be assigned to each criterion. A final score will be calculated of each submitted proposal and used to rank the proposers. The award, if any, for this professional service will be made to the Consultant whose proposal and experience best meets the needs of the City.

4. RIGHT TO REJECT ALL PROPOSALS

The City of Cerritos reserves the right to reject any or all proposals submitted; and no representation is made hereby that any contract will be awarded pursuant to this Request for Proposal, or otherwise. All costs incurred in the preparation of the proposal, in the submission of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the respondent. Non-compliance with any of the conditions and instructions stated herein may result in the rejection of the proposal. The City may also reject proposals based on a Consultant's past performance for issues such as insufficient quality, non-responsive customer service or failure to meet deadlines.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind which may be incurred by a respondent. All proposals submitted to the City in response to this Request for Proposal shall become the property of the City.

5. AWARD OF AGREEMENT: REQUEST FOR COUNCIL ACTION

Following evaluation and rating by the proposal review committee, staff will recommend award of an agreement to the proposer providing the best quality and value to the City.

6. FORCE MAJEURE

Neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil

commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

7. APPLICABLE TAXES

The City is exempt from Federal Excise Tax, but subject to California Sales Tax.

8. DISCOUNTS

Cash or term discounts will be considered when comparing proposals; therefore if you offer a discount, indicate this on your proposal fees sheet.

9. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Charges for book acquisition and catalog record processing are to be submitted on separate invoices. The invoices for books must include the books' titles, the International Standard Book Number (ISBN), and quantity ordered for each book. The book invoices must also include the list price, discount given, extended price and subtotals, including taxes, shipping and handling.

Mail invoices to the Cerritos Library:

Technical Services
Cerritos Library
18025 Bloomfield Avenue
Cerritos, CA 90703

Payments: The City will make payment to the Consultant within 30 days of receipt of a correct and complete invoice.

10. BACKGROUND

The Cerritos Library serves the informational, educational, professional, recreational and general interest needs of the community through a blending of traditional and technology-enhanced services in an experience-based environment. Cerritos Library is operated by the City of Cerritos and serves a diverse community that includes approximately 7,240 Korean American residents. The Cerritos Library has a collection of 9,389 books in Korean. The collection includes nonfiction and fiction books for children and adults.

11. OVERVIEW

The successful firm must have the ability to provide the specified professional services:

- Selection of softcover nonfiction and fiction books in Korean for adults and hardcover

books for children that meet the criteria of the Cerritos Library's collection development policy.
- Sale and shipment of the selected books to the Cerritos Library.
- Lamination of each book.
- Production of accurate machine readable catalog records (MARC records) in English and in Korean.

Proposals submitted should provide the following information:

A. Project Team

An organization chart indicating principals and key project team members together with an indication of their proposed involvement in this project. Also provide resumes of the key personnel involved with this project. For the project manager, include information about experience providing Korean language book selection and cataloging services for libraries.

B. Firm's Experience (Reference sheet provided)

Provide a list of Korean language book sales, selection or cataloging service projects completed by the firm. For each project, provide the following information: client name and contact information, year the project was completed and the name of the firm's manager for the project. There is no minimum requirement for the number of projects that can be listed. Consultants can list up to 10 projects.

C. Description of Methodology and Quality Control

A description of the firm's cataloging methodology and its quality control processes for ensuring the accuracy of its product.

D. Catalog Record Samples

To assist the City in determining the quality of work the Consultant is able to perform, at least 10 sample MARC records, five for fiction and five for non-fiction books, must be submitted with the Consultant's proposal for evaluation by the City. The records must be for Korean language books and prepared in English and Korean.

E. Firm Representative Contact Information

Provide a designated customer service representative and a back-up customer service representative or immediate supervisor to attend to the resultant contract awarded from this proposal solicitation. Contact information should include a telephone number and e-mail address, plus hours of availability for each person.

F. Fees

Complete and sign the Proposal Fees Form with fees for providing selection and cataloging services. Also list any discounts that will be given on the price of books. The fees will be used to negotiate any additional work the City may request. The signed fees form shall be provided under a separate sealed envelope clearly marked as "fees proposal" with the consultant's submittal. The original must be signed by the Consultant.

CITY OF CERRITOS
COLLECTION DEVELOPMENT SERVICES FOR THE CERRITOS LIBRARY
KOREAN LANGUAGE BOOK COLLECTION

PROPOSAL NO. 1411-20

SPECIFICATIONS

1. SCOPE OF SERVICES

The City of Cerritos is seeking a Consultant to provide collection development services for the Cerritos Library's Korean language book collection. Cerritos Library adds approximately 375 books in Korean to its collection on an annual basis. The required services include selection of fiction and non-fiction books for the library's collection; the sale of the books to the library; lamination of each book; and preparation of catalog records for each of the acquired books.

The selected Consultant will develop lists of recommended book acquisitions and submit the titles of the suggested books, translated into English, to the City Librarian for review by him or her or by his or her designee. Cerritos Library staff will review the lists and inform the Consultant which books are approved for purchase.

Book recommendations are to be submitted to the Cerritos Library once per month. The Cerritos Library does not guarantee a minimum quantity of orders. Standing order and continuations titles are not covered by this contract. Cerritos Library may procure selected titles directly from the publisher or other sources when it is determined to be in the best interest of the City.

The Consultant must have the ability to select fiction and non-fiction books in Korean that meet the informational, recreational and general interest needs of City of Cerritos residents and Cerritos Library patrons. Books are to be selected for children and adults. The criteria for the selection of materials include the following:

- Perceived interest or need for the materials by the community.
- Accuracy or authority of the information presented.
- Literary merit of the item.
- Appropriateness, scope and current content of the information.
- The representation of varying points of view on topics of general interest or controversy.
- Organization, style and physical characteristics of the item selected.
- Price and availability.

The Consultant must not order any books that are already in the Cerritos Library's collection and will be responsible for checking the Cerritos Library's online catalog to avoid duplication.

All orders placed will be for new editions, not reprints or used books. The Consultant must be able to process and ship orders accurately and in a timely manner to the Cerritos Library.

The total acquisition of books will be allocated as follows: 67 percent for the adult collection and 33 percent for the children's collection. The allocation within those collections will be approximately as follows: adult collection: 50 percent non-fiction and 50 percent fiction, and children's collection: 30 percent non-fiction and 70 percent fiction. These percentages are guidelines and are subject to change.

The Cerritos Library uses the Library of Congress book classification system. The Consultant will create machine-readable cataloging records (MARC records) for the acquired books. Provided cataloging records must be AACR2 or RDA. The MARC records must be saved in OCLC where they can be accessed and downloaded by the Cerritos Library staff. An LC MARC or Copy Catalog records must be provided. An OCLC control number cannot be provided in lieu of an LC MARC or Copy Catalog record.

Charges for book acquisition and catalog record processing are to be submitted on separate invoices. The invoices for books must include the books' titles in Korean and in English, the International Standard Book Number (ISBN), and quantity ordered for each book. The book invoices must also include the list price, discount given, extended price and subtotals, including taxes, shipping and handling. Packing lists should be included in each shipment.

2. PROPOSAL FEES FORM

The Proposal Fees Form is to include the costs for book selection and catalog record preparation, discount to be provided on book list cost, and shipping cost based on a weight of 25 pounds. The signed fees form shall be provided under a separate sealed envelope clearly marked as "fees proposal" with the Consultant's submittal. The original must be signed by the Consultant.

3. SCHEDULE

The selected Consultant will be required to submit suggested book acquisitions to the designated Cerritos Library staff at least once per month. Approved selections are to be shipped to the Cerritos Library within 60 days. Accurate catalog records prepared to the Cerritos Library's specifications must be completed within 60 days of book selection approval.

4. ADMINISTRATIVE REQUIREMENTS

Four (4) copies of the proposal and also one electronic version of the entire proposal on a USB drive are to be submitted.

Contract: The contract awarded by the City Council will be between the City and the selected firm. The Cerritos Library's staff members shall provide overall direction and project supervision.

5. TERM

The term of this contract shall be for an 18-month period with an option to renew for an additional three years.

6. CONSIDERATION OF ADJUSTMENT OF COMPENSATION RATES

Upon completion of a 24-month period of the agreement, the collection development services firm may request that the City approve an increase in the project fees for work to be completed for the additional period. Such requests for increase shall be based on the Consumer's Price Index of the Bureau of Labor Statistics, U.S. Department of Labor, Los Angeles area, for the period of July 1 through June 30 of the calendar year immediately preceding the date of such adjustment. The maximum increase for any period shall be 3 percent.

7. TERMINATION OR SUSPENSION OF AGREEMENT

The City may terminate the agreement at any time, with or without cause, upon providing the collection development services firm with a ten (10) day written notice. The City may discontinue or suspend a portion of this project, upon written notice within the time period stated above, and continue with the remainder to completion.

The City may terminate this agreement for any of the following reasons:

A. In the event the collection development services firm breaches this agreement and does not cure such breach within ten (10) days after written notice is given by the City.

B. In the event the firm's services, in the judgment of the City, are unsatisfactory.

C. The City alters its collection development goals for the Cerritos Library.

In the event of the discontinuation, termination or suspension of the agreement, the collection development firm shall be paid for the reasonable value of the services provided up to the time of such discontinuation, termination or suspension.

Prior to receiving prorated payments upon discontinuation, suspension or termination, the collection development services firm shall deliver all completed work to the City.

8. EVALUATION CRITERIA

A review committee will evaluate each proposal submitted and, at its discretion, recommend to the City Council one or more firms to complete the work specified in the Scope of Services. Criteria for the evaluation of the proposals may include, but need not be limited to, the following:

A. Completeness of proposal.

B. Firm's and key project team members' experience in performing similar work.

C. Quality of work previously performed by the firm and key project team members.

D. Firm's book selection methodology and quality control processes for ensuring the accuracy of its product.

E. Proposal Fees Form.

The City reserves the right to reject all proposals.

CERRITOS LIBRARY KOREAN LANGUAGE BOOK COLLECTION DEVELOPMENT SERVICES PROPOSAL NO. 1411-20

CHECKLIST OF PROPOSAL REQUIREMENTS

The following must be included in the proposal (as described in Section 1), not necessarily in the order presented:

1. Organization chart indicating principals and resumes of staff to perform work.

2. Description of the firm's relevant experience in providing Korean language collection development services.

3. A description of the firm's book selection methodology and quality control processes for ensuring the accuracy of its development of catalog records.

4. Catalog record samples.

5. Contact information for firm representatives. (Reference sheet provided).

6. Proposal Fees Form.

CERRITOS LIBRARY KOREAN LANGUAGE BOOK COLLECTION DEVELOPMENT SERVICES PROPOSAL NO. 1411-20

REFERENCE SHEET

Previous customer reference for similar job

1. Name of Company/Agency: _____

   Contact Person: _____

   Contacts Title: _____

   Address: _____

   Phone Number: _____

   Email: _____

2. Name of Company/Agency: _____

   Contact Person: _____

   Contacts Title: _____

   Address: _____

   Phone Number: _____

   Email: _____

3. Name of Company/Agency: _____

   Contact Person: _____

   Contacts Title: _____

   Address: _____

   Phone Number: _____

   Email: _____

Comments

_____

_____

CERRITOS LIBRARY KOREAN LANGUAGE
BOOK COLLECTION DEVELOPMENT SERVICES
PROPOSAL NO. 1411-20

PROPOSAL FEES FORM

THIS COMPLETED AND SIGNED FORM MUST BE RETURNED WITH PROPOSAL IN A SEPARATE, SEALED ENVELOPE.

(Type or Print)
CONSULTANT NAME: _____

ADDRESS: _____

_____

PHONE: _____

EMAIL: _____

AUTHORIZED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

TERMS _____

DISCOUNTS* _____
*List any additional discounts that will be provided, such as discounts on cataloging services.

BOOK SELECTION SERVICES COST PER BOOK:_____

BOOK LAMINATION SERVICES COST PER BOOK:_____

ORIGINAL CATALOG RECORD CREATION COST PER NONFICTION BOOK:_____
(Records to be prepared in English and Korean)

COPY CATALOG RECORD COST PER NONFICTION BOOK:_____
(Records must be in English and Korean)

ORIGINAL CATALOG RECORD CREATION COST PER FICTION BOOK:_____
(Records to be prepared in English and Korean)

COPY CATALOG RECORD COST PER FICTION BOOK:_____
(Records must be in English and Korean)

DISCOUNT ON BOOK LIST PRICE:_____

SHIPPING AND HANDLING (BASED ON A 25 POUND SHIPMENT):_____